

AGENDA

PARRISH FIRE DISTRICT

August 27, 2024 – 6:00p.m.

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for July 23, 2024**
- 4. Public Comment**
- 5. Establish date of Public Hearing for Fire Assessments Appeals**
- 6. Adopt Employee Policy Change – Resolution 2024-03**
- 7. Proposed 2024 - 25 Budget**
- 8. Resolution 2024 - 04 – Adopting the 2024 - 25 Fiscal Year Budget**
- 9. Mutal Aid Agreement with North River Fire District**
- 10. Financial Reports**
- 11. Administration Report**
- 12. Commissioners Report:**
 - Commissioner Ramsey**
 - Commissioner Stevens**
 - Commissioner Griesi**
 - Commissioner Webb**
 - Chairman’s Report**
 - Commissioner Chitty**

If any person desires to appeal any decision of the Fire Commission or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

The Parrish Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or in provision of services. Disabled individuals may receive special accommodation in services on one working days' notice. F.S. 286.011 (6)

July 23, 2024

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, July 23, 2024, at 6:00 P.M. in the Commission Chamber.

Present were	Edward G. Chitty	Chairman
	Kevin L. Webb	Vice-Chairman
	John Z. Griesi	Commissioner
	Edward W. Stevens	Commissioner
	Sawyer L. Ramsey	Commissioner
	Stacey S. Bailey	Fire Chief

Chairman Chitty opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held June 25, 2024, were approved on a motion by Commissioner Webb, seconded by Commissioner Griesi, and carried by a vote of 5-0.

Chairman Chitty called for public comment. No one present to speak.

Chief Bailey presented Resolution 2024-03 1st reading of the Employee Policy changes the thumb drive that was given to each Commissioner with a copy hanging next door. Please review the changes so at the August 27, 2024, meeting the policy changes can be adopted.

Chief Bailey presented the contract agreement for the purchase for a 2025 Typhoon HP 78 Ladder Quint, after much discussion Commissioner Ramsey made a motion to approve the contract purchasing the 2025 Typhoon HP 78 Ladder Quint, seconded by Commissioner Griesi and carried by a vote of 5-0.

The financial reports for months ending May and June 2024 was presented. Chief Bailey indicated that we have received \$3,840,929.29. The general fund is still under by \$34,895.93. Impact fee revenue is currently at \$567,854.30, the Impact Fee account is over by \$67,854.30. The financial report was approved on a motion by Commissioner Webb, seconded by Commissioner Griesi and carried by a vote of 5-0.

In the administration report, Chief Bailey had several items that he reported to the board on, and there are several projects underway by staff.

Chairman Chitty called for Commissioners reports:

Commissioner Ramsey – Excited about the new ladder truck, perfect timing.

Commissioner Stevens – Excited about ladder truck, great 1st model for us.

Commissioner Griesi – Thanked everyone for all their hard work, excited about the new ladder truck.

Commissioner Webb – Excited about the new ladder truck, asked about overages in R & M Equipment.

Commissioner Chitty – Thank Chief & everyone for all the effort & research that went into the ladder truck.

Commissioner Griesi motioned to adjourn the meeting, seconded by Commissioner Ramsey, and carried by a vote of 5-0. Meeting adjourned at 6:26 P.M.

CHAIRMAN

ATTEST:

SECRETARY

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3 **N/A** Minutes of July 23, 2024

COMMISSION ACTION NECESSARY
Motion to approve minutes. Second. Vote.

4 **N/A** **Public comment**
All citizens wishing to speak to the Commission on an agenda item or a future agenda item must complete a speaker card. A citizen, after being recognized by the Chairman, should come to the podium and, for the public record, state their name and address and state whether they are in favor of or against the agenda item they wish to address. The length of time each citizen may address the Board of Commissioners shall be limited to two (2) minutes

5 **N/A** **Establish Date for Public Hearing for Fire assessments Appeals. September 24, 2024**

COMMISSION ACTION NECESSARY
**Motion to establish the public hearing for September 24, 2024
Second. Vote**

6 **1** **Adopt Employee Policy Changes Resolution 2024 - 03**
Changes have been posted, first reading was July 23rd, 2024.

COMMISSION ACTION NECESSARY
**Motion to approve/disapprove Resolution 2024-03
Second, Vote**

7 **2-3** **Proposed Budget for Fiscal 2024-2025**

COMMISSION ACTION NECESSARY
**Motion to approve/disapprove the proposed budget for
Fiscal Year 2024-25. Second. Vote**

- 8 4 **Resolution 2024-04**
A RESOLUTION OF THE PARRISH FIRE DISTRICT ADOPTING
THE 2024-2025 FISCAL YEAR BUDGET.
- COMMISSION ACTION NECESSARY
Motion to approve/disapprove Resolution 2024-04
Second, Vote
- 9 5-8 **Mutal Aid Agreement with North River Fire District**
Agreement with North River for automatic response so
Areas that are a ISO class 10 in North River District can become
ISO Class 4 Parrish's rates.
- COMMISSION ACTION NECESSARY
Motion to approve/disapprove Mutal aid agreement with
North River. Second, Vote
- 10 9-11 **Financial Reports – July 2024**
- COMMISSION ACTION NECESSARY
Motion to approve/disapprove Financial Report
Second, Vote.
- 11 N/A **Administration Report:**
- COMMISSION ACTION NECESSARY
None - Information Only
- 12 N/A **Commissioners Reports**
- Commissioner Ramsey
- Commissioner Stevens
- Commissioner Griesi
- Commissioner Webb
- Commissioner Chitty

NEXT COMMISSION MEETING IS September 24, 2024

RESOLUTION NO. 2024-03

A RESOLUTION OF THE PARRISH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS, ADOPTING EMPLOYEE POLICY MANUAL CHANGES.

WHEREAS, the Parrish Fire District pursuant to the provisions of Chapter 191.006(11), F.S. has authority to retain the right to alter the terms of the policies without notice. Just as each employee has the right to terminate his or her employment at any time, Parrish Fire District retains the same right, consistent with applicable laws. By resolution and authorized by law; and

WHEREAS, It is the right, obligation and duty of the Fire District and its designated Chief to declare rules, regulations, directives and orders from time to time as deemed necessary. The Fire District and its employees are subject to the laws of the State of Florida, Federal regulations and orders of State and Federal governmental agencies.

It is the right and obligation of the District to make decisions for any item not covered by this manual, such decisions being final and binding. The Chief is authorized to adopt, amend, and implement policies and procedures within the department which are not in conflict with this manual, Commission policy or statute.

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of the Parrish Fire District that the changes of the Employee Policy Manual changes is hereby adopted and identified herein as Parrish Fire District, effective October 1, 2024.

ADOPTED by the Parrish Fire District Board of Fire Commissioners, meeting in regular session on August 27, 2024.

Edward G. Chitty, Chairman

ATTEST:

John Z. Griesi, Secretary

Parrish Fire District - General Fund

	10/2024 to 9/2025	%
REVENUES-Assessments	\$ 4,922,529	
Less Tax Collector Fees	\$ (147,676)	3.00%
Less Tax Payor Discounts	\$ (196,901)	4.00%
Net Fire Assessments Collected	\$ 4,577,952	
Miscellaneous Income	\$ 20,000	0.22%
Other Income	\$ 5,000	0.05%
Total Net Revenues	\$ 4,602,952	
Operating Expenses		<i>% of Exp</i>
Salaries	\$ 2,426,834	51.57%
Overtime	\$ 204,295	4.34%
Employee Benefits	\$ 40,500	0.86%
FICA Taxes	\$ 203,748	4.33%
Employee Retirement	\$ 831,172	17.66%
Acct & Bank Services	\$ -	0.00%
Commissioners Honorarium	\$ 30,000	0.64%
Communications	\$ 25,000	0.53%
Dues & Subscriptions	\$ 29,000	0.62%
Fire Prevention	\$ 7,000	0.15%
Gas, Diesel & Oil	\$ 30,000	0.64%
Dental Insurance	\$ 8,500	0.18%
Health & Life Insurance	\$ 285,000	6.06%
Liability & LODD Insurance	\$ 93,000	1.98%
Workman's Comp	\$ 101,000	2.15%
Household Supplies	\$ 6,000	0.13%
Medical Supplies	\$ 7,250	0.15%
Medical Testing	\$ 16,000	0.34%
Misc. Supplies	\$ 6,500	0.14%
Printing & Office Supplies	\$ 6,500	0.14%
Professional Services	\$ 35,000	0.74%
Refunds	\$ 500	0.01%
Repair & Maint:Equipment	\$ 25,000	0.53%
Repair & Maint:Radio	\$ 25,000	0.53%
Repair & Maint:Station	\$ 25,000	0.53%
Repair & Maint:Vehicles	\$ 44,000	0.94%
Fire Equipment & Tools	\$ 11,000	0.23%
Training	\$ 35,000	0.74%
Travel	\$ 1,000	0.02%
Uniforms & Bunker Gear	\$ 41,000	0.87%
Utilities	\$ 31,000	0.66%
Loan Station #2	\$ -	0.00%
Capital Expenditures	\$ 45,000	0.96%
Debt Service	\$ 30,000	
Total Expenses	\$ 4,705,799	99.36%
GENERAL FUND-RESERVE FUND		
Total Income	\$ 4,602,952	
Total Reserve Fund	\$ 1,092,473	
Total Funds Available	\$ 5,695,425	
Expenditures	\$ 4,705,799	
<u>Income Less Expenditures</u>	<u>\$ (102,847)</u>	
Reserve Fund Balance	\$ 989,626	

Projections for
Parrish Fire District - IMPACT FEES / CAPITAL FUND



	Projected 2024-25
IMPACT FEES INCOME	
Fees Collected	\$ 750,000
Misc. Income	\$ -
Interest Income	\$ -
Refunds	\$ -
Other	\$ -
Total Income	\$ 750,000
Expenditures	
Attorney	\$ 20,000
Station #2 - Expenses	\$ -
Loan Station #2	\$ -
Debt Service Ladder Truck	\$ 120,000
Capital Expenditures	\$ 200,000
Refunds	-
Total Expenditures	\$ 340,000.00
 Net Income	 <u>\$ 410,000</u>
 Total Income	 \$ 750,000
Total Reserve Fund	\$ 751,535
Total Funds Available	\$ 1,501,535
Expenditures	\$ 340,000
Reserve Fund Balance	\$ 1,161,535



Draft 08/19/2024

Select Classification Level

RESOLUTION NO. 2024-04

**A RESOLUTION OF THE PARRISH FIRE DISTRICT
ADOPTING THE 2024-2025 FISCALYEAR BUDGET**

WHEREAS, the Parrish Fire District is an Independent Special Fire District created by special act of the Florida Legislature; and,

WHEREAS, the district is required to adopt the 2024 - 2025 Fiscal Year Budget by Resolution of the Fire District Board of Commissioners in accordance with Chapter 218.34, F.S.; and,

WHEREAS, the proposed budget has been reviewed during a regular scheduled public meeting of the Board of Fire Commissioners; and,

NOW THEREFORE BE IT RESOLVED that the Board of Fire Commissioners hereby determines that the proposed budget reviewed during the August 27, 2024, public meeting satisfies the budgetary requirements for the 2024 - 2025 Fiscal Year. The Board further directs the administration of the fire district to file the adopted budget with the Clerk of the Circuit Court of Manatee County.

Adopted the 27th day of August 2024, upon motion at a regular meeting.

CHAIRMAN

ATTEST:

SECRETARY

INTERLOCAL AGREEMENT

Regarding

AUTOMATIC AID/CLOSEST UNIT RESPONSE

This Interlocal Agreement (“Agreement”) is made by and between the North River Fire District, an Independent Special Fire Control District organized under Chapters 189 and 191, Florida Statutes, (“NRFD”), and the Parrish Fire District, an Independent Special Fire Control District organized under Chapters 189 and 191, Florida Statutes, (“PFD”), hereinafter referred to collectively as “Parties” or individually as “Party.”

WITNESSETH:

WHEREAS, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969,” authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, Part 1 of Chapter 163 of the Florida Statutes permits public agencies as defined therein to enter into interlocal agreements with each other to exercise jointly any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the NRFD, is a special district and independent special fire control district established via Chapter 2007-280, Laws of Florida ", providing first responding, fire and rescue services, including non-transport advanced life support services within Manatee County, Florida; and

WHEREAS, the PFD is a special district and independent special fire control district established via Chapter 2004-400 providing first responding, fire and rescue services, within Manatee County, Florida; and

WHEREAS, the Parties desire to ensure the availability and delivery of efficient fire and rescue services by implementing an Automatic Aid Closest Unit Response system between the NRFD and PFD to enhance community safety and emergency response efficiency.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

Article 1. Purpose

This Agreement establishes the terms and conditions under which the NRPD and PFD will provide Automatic Aid Closest Unit Response services to ensure the most effective and efficient emergency response for fire and rescue incidents within their respective jurisdictions.

Article 2. Definitions

A. "Automatic Aid" means the immediate dispatch of the closest available unit(s) from either NRPD or PFD to respond to an emergency incident, regardless of jurisdictional boundaries.

B. "Closest Unit Response" means the deployment of the nearest available emergency response unit to the location of an incident based on real-time geographic positioning and dispatching data.

C. "Incident" refers to any emergency call for service, including but not limited to fires, medical emergencies, hazardous materials incidents, and other rescue operations.

Article 3. Mutual Obligations

A. **Automatic Aid Response:** The Parties agree to provide Automatic Aid on a reciprocal basis for all incidents that occur within the geographic areas covered by this Agreement. The closest available unit will be dispatched to the scene of the emergency, regardless of jurisdictional boundaries.

B. **Dispatching Procedures:** The Parties agree to utilize compatible dispatching systems to identify and deploy the closest unit for response. Each Party will maintain and update its unit location and status data in real-time to ensure accurate dispatching.

C. **Standard Operating Procedures (SOPs):** The Parties agree to develop and adhere to joint SOPs governing the operation of Automatic Aid Closest Unit Response, including incident command protocols, communication procedures, and response protocols.

D. **Training:** The Parties agree to conduct joint training exercises to ensure that personnel from both districts are familiar with each other's equipment, tactics, and procedures to facilitate seamless operations during joint responses.

Article 4. Compensation and Reimbursement

A. **Cost Sharing:** The Parties agree that the cost of providing Automatic Aid shall be borne by each Party for its own operations, including but not limited to personnel, equipment, and fuel costs. No additional compensation shall be required for mutual aid responses under this Agreement.

Article 5. Liability and Insurance

A. Liability: Each Party agrees to be responsible for the negligent or wrongful acts or omissions of its own employees and agents, subject to the limitations of Section 768.28, Florida Statutes. Nothing herein shall be construed as a waiver of sovereign immunity by either Party.

B. Insurance: Each Party shall maintain adequate insurance coverage or self-insurance to cover its operations under this Agreement, including liability, worker's compensation, and vehicle insurance.

Article 6. Term; Renewal; Termination

This Agreement shall be in effect for a term of one (1) year and shall automatically renew upon expiration unless any Party gives notice, at least ninety (90) days before the date of expiration, of the Party's desire to terminate this Agreement. Any Party may terminate this Agreement with or without cause upon ninety (90) days' notice to the other Party.

Article 7. Notice

Any notice required or permitted by this Agreement shall be in writing delivered to all Parties and shall be deemed sufficient upon receipt, when delivered personally, by courier, overnight delivery service, or confirmed facsimile, or 48 hours after being deposited in the U.S. mail as certified or registered mail with postage prepaid.

Article 8. Severability

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

Article 9. Governing Law; Venue

This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. Venue for any legal action arising from this Agreement shall lie in the Circuit Court for the Twelfth Judicial Circuit in Manatee County, Florida.

Article 10. Entirety of Agreement

This Agreement sets forth the entire agreement between the Parties, and there are no promises or understandings other than those stated herein.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date last executed below.

North River Fire District

[Name]

[Title]

[Date]

Notary Signature

_____ Seal

Date_____

Parrish Fire District

[Name]

[Title]

[Date]

Notary Signature

_____ Seal

Date_____

08/19/24

PARRISH FIRE DISTRICT
Budget vs. Actual 2023-2024
October 2023 through July 2024

	<u>Oct '23 - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4110 · Tax Revenue	3,840,644.55	3,875,825.22	-35,180.67
4210 · Interest Income	7,722.84		
4310 · Miscellaneous Income	22,232.08	20,000.00	2,232.08
4315 · Grant Revenue	1,939,618.91	0.00	1,939,618.91
4410 · User's Fee	10,930.60	4,000.00	6,930.60
9201 · IFF Transfer In for St 2 loan	482,995.04	483,000.00	-4.96
Total Income	<u>6,304,144.02</u>	<u>4,382,825.22</u>	<u>1,921,318.80</u>
Gross Profit	6,304,144.02	4,382,825.22	1,921,318.80
Expense			
7100 · Salaries & Overtime	1,776,579.64	2,168,330.00	-391,750.36
7130 · 941 Taxes	134,540.99	165,877.00	-31,336.01
7150 · Employee Retirement	538,621.77	650,497.00	-111,875.23
7180 · Accounting & Bk Chgs	388.36	0.00	388.36
7190 · Capital Expenditures	16,692.97	45,000.00	-28,307.03
7192 · Debt Service Engine	29,992.09	29,992.00	0.09
7210 · Commissioners' Honorari...	22,500.00	30,000.00	-7,500.00
7250 · Communications	20,710.28	22,000.00	-1,289.72
7270 · Dues & Licenses	25,355.65	23,000.00	2,355.65
7310 · Fire Prevention	7,684.10	6,000.00	1,684.10
7360 · Gas, Diesel & Oil	23,694.30	28,000.00	-4,305.70
7410 · Insurance			
7411 · Dental	6,665.12	8,500.00	-1,834.88
7412 · Health	215,421.51	250,000.00	-34,578.49
7413 · Liability	81,914.99	85,000.00	-3,085.01
7414 · Workman's Comp.	84,081.00	93,000.00	-8,919.00
Total 7410 · Insurance	<u>388,082.62</u>	<u>436,500.00</u>	<u>-48,417.38</u>
7450 · Medical Supplies	4,437.61	7,250.00	-2,812.39
7460 · Medical Testing	11,669.31	12,500.00	-830.69
7500 · Household Supplies	4,624.53	5,000.00	-375.47
7510 · Miscellaneous Supplies	3,790.47	6,500.00	-2,709.53
7542 · Loan Principal - Station 2	1,604,562.95	284,227.00	1,320,335.95
7543 · Loan Interest - Station 2	327,417.21	198,767.00	128,650.21
7544 · Loan Prepayment Station 2	20,000.00		
7570 · Printing & Office	4,674.17	6,500.00	-1,825.83
7610 · Professional Services/Legal	39,835.51	35,000.00	4,835.51

08/19/24

PARRISH FIRE DISTRICT
Budget vs. Actual 2023-2024
October 2023 through July 2024

	<u>Oct '23 - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
7620 · R & M-Equipment	21,120.83	15,000.00	6,120.83
7630 · R & M-Radios	11,084.00	15,000.00	-3,916.00
7640 · R & M-Station			
7641 · R & M Station 1	11,129.96	22,000.00	-10,870.04
7642 · R & M Station 2	6,687.46	22,000.00	-15,312.54
Total 7640 · R & M-Station	<u>17,817.42</u>	<u>44,000.00</u>	<u>-26,182.58</u>
7650 · R & M-Vehicles	36,739.13	40,000.00	-3,260.87
7680 · Reconciliation Discrepan...	-0.09		
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	4,956.81	10,000.00	-5,043.19
7730 · Training & Education	18,725.05	17,500.00	1,225.05
7740 · Travel	490.67	500.00	-9.33
7760 · Uniforms & Gear	13,697.58	14,000.00	-302.42
7810 · Utilities			
7811 · Utilities Water Station 1	2,350.94	4,000.00	-1,649.06
7812 · Utilities Electric Station 1	8,284.38	10,000.00	-1,715.62
7813 · Utilities Water Station 2	4,182.84	5,000.00	-817.16
7814 · Utilities Electric Station 2	5,505.39	12,000.00	-6,494.61
Total 7810 · Utilities	<u>20,323.55</u>	<u>31,000.00</u>	<u>-10,676.45</u>
Total Expense	<u>5,150,809.48</u>	<u>4,348,440.00</u>	<u>802,369.48</u>
Net Ordinary Income	1,153,334.54	34,385.22	1,118,949.32
Other Income/Expense			
Other Expense			
7195 · Station 2 Capital Expenditu...	1,498.50	0.00	1,498.50
Total Other Expense	<u>1,498.50</u>	<u>0.00</u>	<u>1,498.50</u>
Net Other Income	<u>-1,498.50</u>	<u>0.00</u>	<u>-1,498.50</u>
Net Income	<u><u>1,151,836.04</u></u>	<u><u>34,385.22</u></u>	<u><u>1,117,450.82</u></u>

PARRISH FIRE DISTRICT-IFF
Budget vs. Actual 2023 - 2024
 October 2023 through September 2024

	<u>Oct '23 - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
5110 · Impact Fees Collected	611,480.50	500,000.00	111,480.50
Total Income	611,480.50	500,000.00	111,480.50
Gross Profit	611,480.50	500,000.00	111,480.50
Expense			
9130 · Attorney	0.00	10,000.00	-10,000.00
9300 · Capital Expenditures	48,257.56	125,000.00	-76,742.44
Total Expense	48,257.56	135,000.00	-86,742.44
Net Ordinary Income	563,222.94	365,000.00	198,222.94
Other Income/Expense			
Other Expense			
9200 · Transfer Out of Impact	482,995.04	483,000.00	-4.96
Total Other Expense	482,995.04	483,000.00	-4.96
Net Other Income	-482,995.04	-483,000.00	4.96
Net Income	80,227.90	-118,000.00	198,227.90